DOCUMENT RESUME

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This booklet defines the ERIC system and gives directions on the use of "Research in Education." It also tells about the Eric Document Reproduction Service (EDRS), its use, and its products. In addition, it tells what types of materials ERIC Clearinghouses process. A list of the 19 Clearinghouses, with a description of their specific interests and services is included. A list of ERIC and U. S. Office of Education productions is appended along with directions and forms for ordering them. (JS)

ED027059

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OFFICE OF EDUCATION

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HOW TO USE ERIC

PS001376

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Up-dated Prices

Page 6 should read: "Add a special handling charge of 50 cents to all orders."

Page 8 should read: "The cost (of hard copy) per page is five cents."

Page 16 should read: "The total cost (of ERIC Microfiche Library through December, 1968) is only $3,540.00."

Page 17 should list price of:

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Foreign 26.25
Single issue 1.75
OE-12029 and OE-12028 together
$495.00 for entire fiche collection
OE-37001 and OE-37002 together
$410.00 for entire fiche collection

Page 18 should list price of:

OE-20103
$180.00 for entire fiche collection
OE-20103-67
$215.00 for entire fiche collection
ED 012 110
$190.00 for entire fiche collection
OE-12036
$100.00 for entire fiche collection
facsimile hard copy reproduction, $.05 per page.

Page 19 should read: Price of facsimile hard copy (HC). As of January 1, 1969, hard copy price is $.05 per page. Minimum orders and deposits: Add 50¢ handling fee to all orders.

HOW TO USE ERIC

prepared by
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Information Specialist

ERIC Clearinghouse on Early Childhood Education

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805 West Pennsylvania Avenue
Urbana, Illinois 61801

revised edition
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I. WHO CAN USE ERIC?

Anyone can.

Whether you are a second grade teacher in New Mexico
exploring individualized instruction,

a Pennsylvania school superintendent informing himself
about inner-city health services,

a Head Start planner in California interested
in the effect of slum housing upon child development,

a Minnesota librarian concerned about library services
and facilities,

a Seattle volunteer coordinating field trips
for summer school students,

a Florida PTA chairman planning a pilot breakfast program,

a Louisiana psychologist considering a diagnostic center
for exceptional children,

an Iowa parent curious about the use of audio equipment
in language study,

or if you are simply interested in what's happening in education,

then ERIC is ready to serve you.

II. WHAT IS ERIC?

ERIC's official title is Educational Resources Information Center. The U.S. Office of Education sponsors the ERIC system as a means of providing the educational community with information about current research in education. When ERIC was initiated in May of 1964, it dealt solely with educational research funded by federal monies. Today ERIC's holdings include reports of private research conducted throughout the country as well as research supported by the U.S. Office of Education.

ERIC is a national information network which is both centralized and decentralized. Central ERIC, located in Washington, D.C., provides training, makes policy decisions, and coordinates the development of the 19-clearinghouse system.

The clearinghouses, each focusing on a specific area of education, are located at universities and institutions throughout the United States and make up the decentralized portion of ERIC. Acquiring and processing research documents are the basic operations performed by the clearinghouses. These documents are announced in ERIC's principal publication, Research in Education. In addition, the clearinghouses publish announcement media of various kinds. If you are interested in a specific area of educational research, and wish to keep up with recent developments, you can contact the appropriate clearinghouse and ask to have your name added to their mailing list. A list of the clearinghouses, their locations, and their areas of coverage begins on page 10.

III. RESEARCH IN EDUCATION (RIE) AND HOW TO READ IT

Research in Education, the monthly abstract journal issued by Central ERIC, is the tool you use to locate and obtain reports on research in your area of interest. In RIE you will find resumes of documents contributed by the clearinghouses, resumes of reports of research projects supported by the Bureau of Research, U.S. Office of Education, and resumes of current research projects funded by the U.S. Office of Education. Anyone can subscribe to RIE or purchase single copies. Information on ordering RIE and other abstract and index publications prepared by the Educational Resources Information Center is given on page 16.

RIE has three sections: a Document Section, a Project Section, and an Accession Numbers Section. The Accession Numbers Section is a cross-reference list of the "call" numbers assigned to each document. Resumes of documents are listed in RIE in numerical order according to their ED (ERIC DOCUMENT) number.

The Document Section and Project Section of RIE are made up of resumes and indexes. The indexes follow the resumes and list the contents by (1) subject, (2) author or investigator, and (3) institution. The indexes will enable you to locate the resumes of documents that are of interest to you. If you know only the author of a document, check for it in the Author Index. If you want to know what research is being done by a certain school or foundation, check under its name

in the Institution Index. If you need material on a particular subject, see what is listed under it in the Subject Index.

Suppose you check PERCEPTION in the subject index and find several titles listed. You will want to read the abstracts to see which of the documents will be of particular interest to you. Jot down the ED numbers which you will use in finding the resumes. Now turn back to the resumes which precede the indexes and check through them for the numbers you found in the index. When you locate a resume that interests you, you will see that it extracts the essential information about a document's contents and summarizes that information as briefly as possible. Using a minimum number of words, the RIE resume gives you complete bibliographic data, the price of the document if it is available through the ERIC Document Reproduction Service, a list of terms describing the document's subject matter, and about a 200-word condensation of its contents. A sample resume is on page 5.

Copies of most documents announced in RIE are available to you through the ERIC Document Reproduction Service (EDRS). Documents which can be purchased from EDRS will have the price listed on the last line of the document citation. In a few cases the document will not be available through EDRS because a copyright release to reproduce the document in microfiche or hard copy form was not granted. In these cases an alternate source will be identified in the last line of the abstract.

Copies of projects listed in the second section of RIE cannot be ordered from EDRS. These in-progress reports are listed to keep you up-to-date on newly funded research. So that you won't be in danger of confusing new with completed research, RIE separates the projects from the documents. In addition, current projects are identified with EP prefixes whereas completed project resumes have ED prefixes. Once these research projects are completed and a report has been prepared, it will be listed in the document section of RIE and will be available from EDRS.

SAMPLE ENTRY

ERIC Accession Number—identification number sequentially assigned to documents as they are processed.
Author(s).
Title.
Organization where originated.
Report Number—number assigned by originator.
Date published.
EDRS Price—price through the ERIC Document Reproduction Service. "MF" means microfiche, "HC" means hard copy.
Contract or Grant Number.
Abstractor's initials.
Code for Office of Education legislative authority which supported research activity (when applicable).
Clearinghouse accession number.
Descriptors—subject terms which characterize substantive contents. Only major terms, preceded by an asterisk, are printed in the subject index.
Abstract—resume of approximately 200 words.

PS 001376

IV. ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) AND HOW TO USE IT

If you want the full text of a document which is abstracted in RIE, send your order for document reproductions in either microfiche or hard copy form to:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

You will notice that issues of RIE through November 1967 give a different address for EDRS. To avoid delay send your order to the most recent address--the one given above. Order forms for single-title and standing orders can be found at the back of this booklet.

Be sure to cite the correct ED number for each document you order. Specify how many copies of each you want and whether you want microfiche or hard copy. Payment (check or money order, no stamps) must accompany orders under $5.00. Add a special handling charge of 50 cents to orders totaling less than $3.00. If your state has a sales tax, figure the percentage and add it to the cost of your order or submit a tax exemption certificate. If you plan to order regularly, you may choose to set up a charge account. A deposit account of prepaid EDRS coupons is also available.

What is Microfiche?

Because microfiche is a relatively recent arrival in the United States, you may not be familiar with it. The term "fiche" is French, meaning "card." It is a transparent sheet of film on which consecutive pages of a document are camera-recorded in a grid pattern. Duplicate "reading copies" of the fiche are made from the original negative and processed to make them permanent. Microfiche differs from microprint and microcard, which are printed on opaque paper, and from microfilm, which is transparent but whose images appear consecutively on a roll of narrow film.

Because the size of each fiche is four by six inches, you can keep your collection in a standard size card file; no special filing equipment is necessary. When you consider that as many as 60 pages of text can be reduced to tiny images and held on one microfiche, the advantages of space conservation become obvious. The entire ERIC Microfiche Library consists of approximately 750,000 pages and can be stored in two standard filing cabinets, with room to spare.

Although the document's title appears on every fiche in letters that you can read without enlargement, you will need a microfiche reader in order to read the document itself in its original page size. The film is simply slipped into the reader and the enlargement is thrown onto the screen. You "turn" the pages by sliding the film from left to right and from top to bottom.

Microfiche readers are noiseless, easy to use, compact, and portable. A typical model costs about $150. Reader-printer equipment is also available to libraries or information centers that wish to make hard copies of parts of their microfiche collection.

At the end of 1968, the ERIC Microfiche Library's holdings consisted of more than 15,000 titles. Among these are collections of documents on particular topics. The Higher Education Collection consists of 845 titles. Selected Documents on Disadvantaged numbers 1764 titles. USOE Research Reports, 1956-1965, Cumulative has 1214 titles. RIE Documents, 1966-1967, Cumulative, with 2249

titles, is available as a set. Title III Pacesetters Collection for 1966 and 1967 together offer 1982 titles. Copies of these microfiche collections can be purchased separately as units or together as a complete document file.

It is also possible for you to place a standing order for microfiche copies of all forthcoming RIE documents. The copies are shipped as soon as they become available; billing is periodic. Microfiche purchased through a standing order costs only 8.4 cents per fiche as compared to 25 cents per fiche in a single-title order, and averages 70 percent less than prices for hard copy reproductions. The monthly cost of a standing order will be about $120 per set. You can terminate your standing order at any time without further obligation.

You may, of course, prefer to browse through RIE and decide upon an order of individual documents in your area of interest. The price shown in the RIE resume is the total cost for the complete document plus the ERIC resume as it appears in RIE. The document you order will be on one or several microfiche depending on the number of its pages.

What is Hard Copy?

If your order will be for fewer than five documents, and if you don't have access to microfiche reading equipment, you may decide to order hard copy. Each hard copy facsimile is a black and white print-out of the microfiche. The page size of the hard copy is six by eight inches, or about three-quarters of the original document's page size. You may find it useful to make notations on your hard copy's margins, a feature which microfiche cannot offer. The price listed in RIE covers the entire document plus a copy of the RIE resume. The cost per page is four cents.

V. HOW YOU CAN HELP ERIC

Each clearinghouse conducts a vigorous acquisitions program to locate current research and research-related materials which deserve to be widely disseminated. ERIC is looking for unpublished speeches, doctoral dissertations, proceedings of conferences, curriculum guides, syllabi, reports of innovative practices, and all other reports which have had only a limited audience but which would be of use to the education community in general. Private research foundations, federal agencies, research and development centers, community action groups, faculty committees, professional societies, and individuals are all potential sources of noteworthy material.

You can assist ERIC by submitting two copies of any unpublished document in the field of education to the clearinghouse whose subject area covers the content of the document. You can also help by informing the appropriate clearinghouse of research or development projects you have underway or by calling attention to special collections of materials or evaluation and testing instruments. If you aren't sure which clearinghouse would be appropriate, send your material to the Central ERIC staff who will see that it reaches the proper place.

Central ERIC
U. S. Office of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

VI. ERIC CLEARINGHOUSES

ERIC Clearinghouse on
Early Childhood Education
will act as an informational source for the National Laboratory on Early Childhood Education and will prepare periodic, non-technical summaries and interpretative discussions of current research for Head Start and similar operations. In addition, the clearinghouse will maintain a data bank of experimental results for use in research programs on early childhood growth and development. Dr. Brian W. Carss, Director; University of Illinois; 805 West Pennsylvania Avenue; Urbana, Illinois 61801.

ERIC Clearinghouse on
Disadvantaged
responsible for research reports and other documents on the educational, psychological, social and general development of urban children and youth who are socially, economically, or culturally disadvantaged. Dr. Edmund W. Gordon, Director; Teachers College, Columbia University; New York, New York 10027.

ERIC Clearinghouse on
Exceptional Children
responsible for documents on educating children and youth who require special services--those who are gifted, mentally retarded, visually impaired, deaf, hard of hearing, physically handicapped, emotionally disturbed, or speech-and-language impaired. Dr. June B. Jordan, Director; Council for Exceptional Children, National Education Association; Washington, D.C. 20036.

ERIC Clearinghouse on
Higher Education
responsible for documents dealing with graduate and professional higher education as a general category. (Documents relating to more specific aspects of higher education, e.g., Teacher Education or Junior Colleges, are within the scope of other clearinghouses.) Dr. Lloyd H. Elliot, Acting Director; American Council on Education, George Washington University; Washington, D.C. 20006.

ERIC Clearinghouse on
Rural Education and Small Schools
responsible for research documents on organization, administration, curriculum, instruction, innovating programs, and other aspects of small schools and rural education in general. Dr. Everett D. Edington, Director; Box AP, University Park Branch; New Mexico State University; Las Cruces, New Mexico 88001.

ERIC Clearinghouse on
Library and Information Sciences
responsible for research documents on the operation of libraries and information centers, the technology used to improve their operations, and the education and training of library and information specialists. Dr. W. Simonton, Director; University of Minnesota; Minneapolis, Minnesota 55404.

ERIC Clearinghouse on
Counseling and Personnel Services
responsible for materials and research reports on the subject of educating, trying out, and supervising counselors and other personnel workers at all educational levels and in all settings. Dr. Garry Walz, Director; University of Michigan; Ann Arbor, Michigan 48104.

ERIC Clearinghouse on
Educational Administration
responsible for research reports dealing with the organization, leadership and administration of educational programs and organizations, and with the preparation of educational administrators. Dr. Terry Eidell, Director; University of Oregon; Eugene, Oregon 97403.

ERIC Clearinghouse on
Vocational and Technical Education
reponsible for research documents on the general field of vocational and technical education, which includes many specific sub-fields such as agricultural education and trade and industrial education. Dr. Robert E. Taylor, Director; Ohio State University; Columbus, Ohio 43212.

ERIC Clearinghouse on
Science Education
responsible for reports on all levels of science education, and on adult and continuing education in science. Dr. Robert Howe, Director; Ohio State University; Columbus, Ohio 43212.

ERIC Clearinghouse on
Reading
responsible for research reports on all aspects of reading behavior, with emphasis on the physiology, psychology, sociology, and teaching of reading. Dr. Edward G. Summers, Director; Indiana University; Bloomington, Indiana 47401.

ERIC Clearinghouse on
Education Facilities
responsible for research documents on sites, buildings and equipment used in an educational operation. Dr. Howard Wakefield, Director; University of Wisconsin; Madison, Wisconsin 53706.

ERIC Clearinghouse on
Educational Media and Technology
responsible for research documents on the instructional uses of educational equipment, materials and non-print resources for programed instruction, instruction through audio-visual media, and instruction through broadcast media. Dr. William Paisley, Director; Institute for Communication Research; Stanford University; Stanford, California 94305.

ERIC Clearinghouse on
Junior Colleges
responsible for research documents about public and private community and junior colleges; including studies on students, staff, curricula, programs, libraries, and community services. Dr. Arthur M. Cohen, Director; University of California at Los Angeles; Los Angeles, California 90024

ERIC Clearinghouse on
Teacher Education

responsible for research reports, curriculum descriptions, theoretical papers, addresses and other documents relevant to the pre-service and in-service preparation of preschool and elementary-secondary school personnel as well as the preparation of "teachers of teachers." Dr. Joel L. Burdin, Director; American Association of Colleges for Teacher Eucation; Washington, D.C. 20005.

ERIC Clearinghouse on
Adult and Continuing Education

responsible for research documents on formal and informal adult and continuing education in all settings. Mr. Roger DeCrow, Director; Syracuse University; Syracuse, New York 13210.

Three of the Clearinghouses provide service in the field of English and linguistics.

ERIC Clearinghouse on
Teaching of English

responsible for research reports and other documents relevant to all aspects of the teaching of English from kindergarten through grade 12, the preparation of teachers of English for the schools, the preparation of specialists in English education and the teaching of English. Dr. Bernard O'Donnell, Director; 508 South Sixth Street, Champaign, Illinois 61820.

ERIC Clearinghouse on
Linguistics

responsible for research reports on linguistics and related languages sciences and languages not commonly taught in the United States; that is, all except French, Italian, German, Spanish, Russian, Latin, and classical Greek. Also responsible for research reports and other documents dealing with English for speakers of other languages, the teaching of standard English to speakers of nonstandard English, and applied linguistics. A. Hood Roberts, Director; Center for Applied Linguistics; 1717 Massachusetts Ave., N.W.; Washington, D.C. 20036.

ERIC Clearinghouse on
Teaching of Foreign Languages

responsible for research documents on teaching French, German, Italian, Russian, Spanish, Latin, and classical Greek. Also responsible for research reports and other documents about undergraduate and graduate programs in English, including programs in introductory composition, general education, the major, and the preparation of teachers of English for two and four year colleges and universities. Kenneth W. Mildenberger, Director; Modern Language Association; 62 Fifth Avenue, New York City, New York 10011.

ERIC CLEARINGHOUSES ON...

ADULT EDUCATION
Syracuse University
107 Roney Lane
Syracuse, New York 13210

COUNSELING AND PERSONNEL SERVICES
The University of Michigan
611 Church Street
Ann Arbor, Michigan 48104

DISADVANTAGED
Teachers College
Columbia University
New York, New York 10027

EARLY CHILDHOOD EDUCATION
University of Illinois
805 West Pennsylvania Avenue
Urbana, Illinois 61801

EDUCATIONAL ADMINISTRATION
University of Oregon
Eugene, Oregon 97403

EDUCATIONAL FACILITIES
University of Wisconsin
606 State Street
Madison, Wisconsin 53703

EDUCATIONAL MEDIA & TECHNOLOGY
Institute for Communication Research
Stanford University
Stanford, California 94305

EXCEPTIONAL CHILDREN
National Education Association
1201 16th Street, N.W.
Washington, D.C. 20036

HIGHER EDUCATION
American Council on Education
George Washington University
Washington, D.C. 20006

JUNIOR COLLEGES
University of California at Los Angeles
405 Hilgard Avenue
Los Angeles, California 90024

LIBRARY AND INFORMATION SCIENCES
University of Minnesota
2122 Riverside Avenue
Minneapolis, Minnesota 55404

LINGUISTICS
Center for Applied Linguistics
1717 Massachusetts Avenue, N.W.
Washington, D.C. 20036

READING
Indiana University
204 Pine Hall
Bloomington, Indiana 47401

RURAL EDUCATION & SMALL SCHOOLS
Box AP, University Park Branch
New Mexico State University
Las Cruces, New Mexico 88001

SCIENCE EDUCATION
Ohio State University
1460 West Lane Avenue
Columbus, Ohio 43221

TEACHER EDUCATION
American Association of Colleges for Teacher Education
Washington, D.C. 20005

TEACHING OF ENGLISH
National Council of Teachers of English
508 South Sixth Street
Champaign, Illinois 61820

TEACHING OF FOREIGN LANGUAGES
Modern Language Association of America
62 Fifth Avenue
New York, New York 10011

VOCATIONAL AND TECHNICAL EDUCATION
Ohio State University
980 Kinnear Road
Columbus, Ohio 43212

PLACING STANDING ORDERS FOR ERIC MICROFICHE LIBRARY

As indicated in the announcement reproduced on the reverse side, the U. S. Office of Education encouraged STANDING ORDERS for microfiche copies of all ERIC documents. The procedure for placing a STANDING ORDER is simple. Merely indicate your authorization below or supply your own purchase order request.

Microfiche purchased via STANDING ORDER are one-third the unit price of individual fiche orders and average 70% less than prices for facsimile hardcopy reproductions.

The ERIC Microfiche Library thru December, 1968 consists of over 17,000 titles or over one million pages of information. The total cost is only $2,425.00.

A complete document file of microfiche can occupy one file cabinet. It offers space and cost savings plus immediate availability of all ERIC documents. Please confirm your order now.

The ERIC Microfiche Library and the appropriate abstract and index publications provide a total educational information storage and retrieval package. For your convenience, we have attached a list of these publications available for sale only by The Government Printing Office.

- -

To: NCR/EDRS

Please enter a STANDING ORDER for ____set(s) of Microfiche of all future ERIC documents. It is understood that billing will be made monthly for documents announced in RESEARCH IN EDUCATION (about $125.00 per set per month), and that future collections announced by ERIC will be shipped and billed periodically. This order may be withdrawn at any time upon written notice without further obligation.

Please supply microfiche sets of the following document collections already in existence (check as appropriate)

COLLECTION	NUMBERS	TITLES	PROX. FICHE	PRICE
--Higher Education	ED 000 001 - ED 001 000	845	1,385	115.
--Selected Documents on Disadvantaged	ED 001 001 - ED 002 746	1.746	2.753	230.
--USOE Research Reports 1956-65 Cum.	ED 002 747 - ED 003 960	1,214	3.350	280
--Research in Ed. 1966-67	ED 010 000 - ED 012 348	2,349	4,416	370
--Research in Ed. Jan.-June 1968 Cum.	ED 012 349 - ED 016 144	3,796	5,800	490
--Research in Ed. July-Dec. 1968 Cum.	ED 016 145 - ED 021 151	5,004	7,831	660
--1966 Pacesetters (Title III)	ES 000 076 - ES 001 075	1,075	1,215	100
--1967 Pacesetters (Title III)	ES 001 076 - ES 001 982	907	1,439	120
--Manpower Research Inventory	MP 000 001 - MP 000 392	393	682	60
Complete Library through June 1968	- - - - - - - - - - - -	17,329	28,871	2,425

Please supply free information on:
____NCR Microfiche Readers
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____NCR/Microcard Editions Publications
____NCR Educational Microform Projects

SHIP TO:	BILL TO:

DATE_____ Authorized by_____ NCR 169 b

TO USE ERIC

1. PURCHASE THESE PUBLICATIONS ONLY FROM.....
Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

2. THEN PURCHASE DOCUMENT REPRODUCTIONS ONLY FROM...
NCR/EDRS
4936 Fairmont Avenue
Bethesda, Maryland 20014

PUBLICATION	CPO Order Number and Price	Prices per Microfiche*
Subscribe to the basic ERIC publication... Research in Education. Monthly Abstract Journal reporting newly funded research projects and recently completed research or research related reports of interest to the educational community. Contains abstracts of projects and reports indexed by subject. Author or investigator, and institution. Please send subscription orders separately from orders for other publications listed below.	Yearly subscription Domestic $11.00 Foreign 13.75 Single issues 1.00	$ .25 per individual microfiche. STANDING ORDER price for all documents will vary with each issue, but will be calculated at a rate of 8.4¢ per microfiche. (Estimate $125 per month average) $480 for entire collection of 3,796 titles January - June, 1968. $660 for entire collection July - December, 1968.
FIRST RESEARCH IN EDUCATION SUMMARY,1967 Research in Education, 1967 Annual Index, Reports Research in Education, 1967 Annual Index, Projects Cummulates indexes of first 14 issues of RIE, Nov. 1966-Dec. 1967, 2,349 titles.	(Order by title)3.75 (Order by title)1.50	$ .25 per individual microfiche, $370.00 for entire collection
A VALUABLE HISTORICAL COLLECTION.... Office of Education Research Reports 1956-1965, Resumes Abstracts of approximately 1214 research reports received by the Bureau of Research before the start of publication of RIE. Office of Education Research Reports 1956-1965, Indexes Indexes reports by author, institution, subject, and report numbers	OE-12029 1.75 OE-12028 2.00	$ .25 per individual microfiche $280.00 per entire collection
ASSISTANCE FOR THE DISADVANTAGED.... ERIC Catalog of Selected Documents on the Disadvantaged, Number and Author Index. 1746 Documents dealing with the special educational needs of the disadvantaged. ERIC Catalog of Selected Documents on the Disadvantaged, Subject Index	OE-37001 .65 OE-37002 3.00	$ .25 per individual microfiche $230.00 for entire collection

EFFORTS UNDER TITLE III....			
Pacesetters in Innovation, Fiscal Year 1966. Resumes of projects to advance creativity in education approved during fiscal year 1966 indexed by subject, local education agency, and project number. 1,075 documents covered.	OE-20103	$ 2.50	$ .25 per individual microfiche $100.00 for entire collection
Pacesetters in Innovation, Fiscal Year 1967. Same coverage as above for 907 projects completed in fiscal 1967.	OE-20103-67	2.50	$ .25 per individual microfiche $120.00 for entire collection
HIGHER EDUCATION COLLECTION....			
Selected Documents in Higher Education, Number and Subject Index. Covers 845 documents. Purchase this catalog only from NCR/EDRS.	ED 012 110	(HC)3.24 (MF) .50	$ .25 per individual microfiche $115.00 for entire collection
COLLECTION BY INTERAGENCY COMMISSION ON MANPOWER RESEARCH....			
Manpower Research, Inventory for Fiscal Years 1966-1967. Report Resumes and Indexes by Subject, Institution, Sponsoring Agency, Investigator, and Report number, with cross reference index covering 393 documents funded by Department of Labor, OEO, HUD, and HEW.	OE-12036 (In press)		$ .25 per individual microfiche $60.00 for entire collection
THESAURUS OF ERIC DESCRIPTORS....			
First comprehensive subject authority for storing, searching, and disseminating educational research information. To be used in searching the subject indexes of RIE and other ERIC publications.	OE-12031	$ 2.50	Not a document collection.

*All Documents are also available in facsimile hardcopy reproduction at $ .04 per page.

HOW TO ORDER

- FIND DOCUMENT NUMBERS OF SELECTED DOCUMENTS
  Purchase USOE Index and Abstract Publications from GPO.
- MICROFICHE (MF) OR HARDCOPY (HC)
  Indicate choice by checking MF or HC.
- NUMBER OF COPIES DESIRED
- PRICE OF INDIVIDUAL MICROFICHE (MF)
  Prices published prior to 1968 are incorrect. Use this conversion table to find current price.

Previous Price	Current Price	Previous Price	Current Price	Previous Price	Current Price
$ .09	$ .25	$ .63	$ 1.75	$ 1.17	$ 3.25
.18	.50	.72	2.00	1.26	3.50
.27	.75	.81	2.25	1.35	3.75
.36	1.00	.90	2.50	1.44	4.00
.45	1.25	.99	2.75	1.53	4.25
.54	1.50	1.08	3.00	1.62	4.50

- PRICE OF FACSIMILE HARDCOPY (HC)
  All published prices are correct.
- REMITTANCE
  Check method of payment used and show grand total amount of this order.

TERMS AND ACCEPTANCE

- ORDERS MUST BE COMPLETELY FILLED OUT
  Include ED numbers, microfiche or hardcopy, number of copies, taxes and handling charges, method of payment and total amount. Telephone orders cannot be accepted.
- PAYMENTS
  With order, unless you have a credit deposit account or have an approved open account with EDRS. No stamps or C.O.D., PLEASE!
- MINIMUM ORDERS AND DEPOSITS
  Add 50¢ handling fee to orders totaling less than $3.00.
  Payment must accompany orders totaling less than $5.00.
  Minimum deposit - $50. Quarterly statements only.
- ORDERS OUTSIDE USA
  Add 25% service charge to total order.
- DELIVERIES
  Allow 7 days after receipt of order.
- CUSTOMER FORMS AND VOUCHERS
  Must be supplied completely filled out. The charge for EDRS to complete such forms is $3.00.
- QUALITY WARRANTY
  NCR/EDRS will replace products returned because of reproduction defects of incompleteness if they are returned prepaid within 10 days.

NCR. MICRO COPY SYSTEMS

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4936 FAIRMONT AVENUE
BETHESDA, MARYLAND 20014

EDRS ORDER BLANK

FOLLOW INSTRUCTIONS ON REVERSE SIDE. TYPE OR PRINT ONLY. CUSTOMER FORMS AND VOUCHERS MUST BE SUPPLIED COMPLETELY FILLED OUT.

IMPORTANT — USE ED NUMBERS

EDRS NO.

TO ORDER SELECTED ERIC DOCUMENTS IN MICROFICHE OR HARDCOPY

ITEM	DOCUMENT NUMBER	CHECK MF*	CHECK HC	NUMBER OF COPIES	X PRICE EACH	= TOTAL PRICE	ITEM	DOCUMENT NUMBER	CHECK MF*	CHECK HC	NUMBER OF COPIES	X PRICE EACH	= TOTAL PRICE
1	ED				$	$	16					$	$
2	ED						17						
3	ED						18						
4	ED						19						
5	ED						20						
6	ED						21						
7	ED						22						
8	ED						23						
9	ED						24						
10	ED						25						
11	ED						26						
12	ED						27						
13	ED												
14	ED												
15	ED												

SUB-TOTAL	$

METHOD OF PAYMENT

- ☐ CHECK, COUPON, MONEY ORDER OR CASH $_____
- ☐ CHARGE (OVER $5.00 ONLY)
- ☐ DEPOSIT ACCT. NO.
- ☐ PURCH. ORD. NO.
- ☐ TAX EXEMPTION

SUB-TOTAL	$
ADD: SALES TAX # ___% (OR 25% EXPORT CHG.)	
ADD: 50¢ HANDLING CHG. (ORDERS UNDER $ 3.00)	
GRAND TOTAL	$

ATTACH REMITTANCE HERE

*SEE IMPORTANT CURRENT MICROFICHE COST CONVERSION INSTRUCTIONS ON REVERSE SIDE.

LIST ADDITIONAL ITEMS ON A SEPARATE SHEET AND ATTACH HERETO.

ORDERED BY _____ (DATE)

TITLE OR DEPT. _____

BILL TO _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLEASE COMPLETE RETURN SHIPPING LABEL BELOW

FREE INFORMATION CHECKLIST

- ☐ SUMMARY LIST OF ERIC DOCUMENT COLLECTIONS AND/OR USOE INDEX AND ABSTRACT PUBLICATIONS.
- ☐ APPLICATION FOR STANDING ORDER TO SYSTEMATICALLY RECEIVE ALL DOCUMENTS IN ERIC MICROFICHE LIBRARY.
- ☐ DATA ON MICROFICHE READERS.
- ☐ SUBSCRIPTION FORMS FOR ONLY DOCUMENTS OF ONE OR MORE OF THE ERIC CLEARING HOUSES CIRCLED BELOW:

CLEARINGHOUSE	CODE	CLEARINGHOUSE	CODE
ADULT EDUCATION	AC	JUNIOR COLLEGES	JC
COUNSELING AND PERSONNEL SERVICES	CG	LIBRARY AND INFORMATION SCIENCES	LI
DISADVANTAGED	UD	LINGUISTICS	AL
EARLY CHILDHOOD EDUCATION	PS	READING	RE
EDUCATIONAL ADMINISTRATION	EA	RURAL EDUCATION AND SMALL SCHOOLS	RC
EDUCATIONAL FACILITIES	EF	SCHOOL PERSONNEL	SP
EDUCATIONAL MEDIA AND TECHNOLOGY	EM	SCIENCE EDUCATION	SE
EXCEPTIONAL CHILDREN	EC	VOCATIONAL AND TECHNICAL EDUCATION	VT
ENGLISH, TEACHING OF.	TE		
FOREIGN LANGUAGES, TEACHING OF.	FL		

THIS SPACE FOR EDRS USE ONLY

MF HC

CK CU MO CA

OPN DEP PO VCHR

TAX XMP MIN FOR

APPROVED BY

DATE SHIPPED _____

DATE RECEIVED _____

HELD FOR

SHIP TO —

ATTENTION —

ORDER NO. —

SHIPPING LABEL